

3/17/93

**SUBJ: SURVEY OF LOST, DAMAGED, OR DESTROYED GOVERNMENT PERSONAL PROPERTY**

1. **PURPOSE.** This order provides procedures for the survey of lost, damaged, or destroyed personal property. Departmental policy is implemented as outlined in Section 6 of Order DOT 4410.4, Equipment Management and Control.
2. **DISTRIBUTION.** This order is distributed to all FAA employees.
3. **CANCELLATION.** Order 4630.3B, Survey of Lost, Damaged, or Destroyed Government Personal Property, dated June 17, 1983, is canceled.
4. **EXPLANATION OF CHANGES.** This revision:
  - a. **Expands** the distribution to include all FAA employees.
  - b. **Expands** the scope to include project materiel and optionally includes Government property in the possession of contractors.
  - c. **Provides** detailed instructions relating to the survey process and survey reporting requirements.
  - d. **Combines** the previous version's designations and responsibilities paragraphs while clarifying and expanding the responsibilities (and limitations) of Survey Officers, Survey Boards, Approving Officials, managers/supervisors, Property Custodians, Property Managers, and employees. It also includes information on the responsibilities of security and legal offices.
5. **BACKGROUND.** In accordance with DOT policy as stated in Order DOT 4410.4, the FAA is to conduct a survey whenever Government personal property (except as described in paragraph 6a) is lost, damaged, or destroyed. Each survey will try to determine the degree to which employee or supervisory responsibility does or does not exist and whether the loss, damage, or destruction was the result of gross negligence or willful intent. In those cases where it is determined that employee or supervisory responsibility exists, consideration shall be given to subjecting the responsible individual(s) to financial liability and/or disciplinary action.
6. **SCOPE.** The provisions of this order apply to all personal property in the FAA, except as specifically excluded below:
  - a. **Exclusions.** Personal property which is expended (neither capitalized nor selectively managed and controlled) is excluded from mandatory applications as defined in the latest version of Order 4650.21, Management and Control of In-Use Personal Property. In those instances where property is destroyed in natural disasters or fires, anything over \$100 shall be put on FAA Form 4630.8, Report of Survey.
  - b. **Optional Application.**
    - (1) In those situations included in paragraph 6a, the Property Manager in each region/center **MAY WAIVE THE EXCLUSION** and recommend/direct that a survey be accomplished in accordance with the provisions of this order.

(2) **Government Property in the Possession of a Contractor.**

(a) Contractors can obtain Government-owned property in two ways: Government-furnished property (GFP) is given to or bought for a contractor, and contractor-acquired property (CAP) is property bought directly by a contractor for use under a contract. Both GFP and CAP must be specifically authorized in the contract.

(b) Each FAA organization authorizing GFP or CAP must maintain property accountability and inventory records by a designated contract property administrator. For headquarters contracts, the organization performing this function is the Systems Maintenance Service, NAS Support Division, NAS Contract Support Branch, ASM-730. As required, contractors should complete reports of survey and send them to the Contracting Officer. For headquarters contracts, the Contracting Officer is to forward them to ASM-730.

7. **DEFINITIONS.**

a. **Survey.** As used herein, a survey is an administrative action whereby the loss, damage, or destruction of Government property is investigated and reviewed to establish pertinent facts and the extent or absence of employee personal responsibility for such loss, damage, or destruction.

b. **Report of Survey.** This is a formal report (FAA Form 4630-8) which reflects the results and recommendations of the Survey Officer or Survey Board conducting the survey. It will be used for all survey actions. It also serves as an input document to support the deletion of property from records and accounts. Reports of survey are initiated by employees, Property Custodians, managers, etc., anyone who uses Government property.

8. **FORMS.** See Appendix 1, Report of Survey, for a sample of FAA Form 4630-8 and instructions for completing the form. This form is available from the FAA Logistics Center under NSN 0052-00-093-9002.

9. **RESPONSIBILITIES.**

a. **EMPLOYEES.** Each employee shall:

(1) **Exercise** prudence in providing proper care, use, and protection of all Government property in their physical possession, custody, or control. This responsibility applies to all Government property issued to, acquired for, or converted to a person's exclusive use, WITH OR WITHOUT A HAND RECEIPT. An employee may be held financially liable and be subject to disciplinary action for the loss, damage, or destruction of such property resulting from negligence, misuse, dishonesty, or willful destruction.

(2) **Notify** their immediate supervisor and initiate a report of survey action for lost, damaged, or destroyed property whenever such property is assigned to them, in their possession, or otherwise under their control.

(3) **Initiate** a report of survey whenever they become aware an item is missing regardless of whether the item is under their direct control or personally assigned to them. The report of survey is to be forwarded to the Property Custodian through proper organizational channels.

(4) **Initiate** a report of survey within 5 work days after it has been determined that an item has been lost, damaged, or destroyed. FAILURE TO REPORT THE LOSS OR DAMAGE OF AGENCY PROPERTY MAY BE THE BASIS FOR DISCIPLINARY ACTION.

**b. PROPERTY CUSTODIANS.** These individuals maintain custodial property records for all accountable property within their assigned custodial area. The Property Custodian is the Property Manager's representative within a designated custodial area in accordance with Order 4650.21. They are given direct responsibility in a formal assignment of property responsibility.

(1) They have direct responsibility for all personal property within their custodial area regardless of whether it is in their possession or assigned to another person. Property issued by a Property Custodian on a hand receipt (called the primary hand receipt) carries with it the responsibility for safekeeping the item.

(2) They are obligated to ensure that all Government property for which they have receipted is properly used and cared for, and that proper custody and safekeeping are provided. They are also responsible to make sure Government employees properly use and care for Government property within the Property Custodian's area of control.

(3) They shall initiate or process all documents affecting the accountability or custody of their property (record keeping, property transfers, ensuring hand receipts are completed as required, etc.). They are to ensure that all movement of accountable property into or out of the custodial area is documented and that the documentation is provided to the Property Manager.

(4) They shall immediately begin survey actions for property within their assigned custodial area when such action has not been started by an individual employee within 5 work days after loss is determined.

(5) They have 5 work days to review reports of survey for accuracy and completeness before sending them to the Property Manager through the proper organizational channels. The following are sample "channels":

**(a) Washington Headquarters, Regions, or Centers.**

Property Custodian --> Branch Manager --> Division Manager --> Property Manager

**(b) Airway Facilities Sector Office.**

Property Custodian --> LMS/GSS --> Sector Manager --> Regional Office (AXX-400) --> Property Manager

**(c) All Other Field Offices.**

Property Custodian ---> Regional Division Manager ---> Property Manager

**(d) Contractors.**

Contractor Property Custodian --> Government Contract Property Administrator --> Property Manager

(6) The Property Custodian of the property being surveyed shall be excluded from all survey actions when it would cause, or appear to cause, a conflict of interest. For example, if the designated Survey Officer also happens to be the Property Custodian of an item being surveyed, he or she would be excluded from performing the function of Survey Officer.

**c. MANAGERS/SUPERVISORS.** These individuals are responsible for the management of all property under their jurisdiction. They have an obligation to ensure that all Government property within their organization is properly used and cared for and that proper custody and safekeeping are provided when property is issued to or used by his or her subordinates. This responsibility is inherent with the

position at any level, is automatically incurred by assuming that position, and is not contingent upon signed receipts or responsibility statements. It cannot be delegated. It includes:

(1) **Providing** proper guidance and direction to subordinates, observing their activities to make sure they contribute to the proper custody, care, use, and safekeeping of all property within the operating element.

(2) **Ensuring** the security of all personal property of the organization whether in-use or in storage by enforcing all security, safety, and accounting requirements in accordance with Orders 4650.21, 4650.7, and this order.

(3) **Taking** administrative or disciplinary measures when necessary as stated in this directive.

(4) **Ensuring** that reports of survey are initiated when appropriate and are reviewed and signed by the Property Custodian.

(5) **Ensuring** that custodians are satisfactorily performing appropriate functions in regard to lost, damaged, or destroyed property. This includes supporting the custodian by providing the tools, training, and support required to perform those responsibilities.

(6) **Ensuring** employees know the consequences if agency property is stolen. The following extract from section 541 of Title 18, U.S. Code, is appropriate for all employees:

**Whoever embezzles, steals, purloins, or knowingly converts to his use or the use of another, or without authority, sells, conveys, or disposes of any record, voucher, money, or thing of value of the United States or of any department or agency thereof; or any property made or being made under contract for the United States of any department or agency thereof;... Shall be fined not more than \$10,000 or imprisoned not more than ten years, or both; but if the value of such property does not exceed the sum of \$100, he shall be fined not more than \$1,000 or imprisoned not more than one year, or both.**

d. **PROPERTY MANAGERS/OFFICERS.** These are individuals, designated in writing either by name or organizational position, as being responsible for the accountability and control for personal property within a specified organization. Property Managers' responsibilities include:

(1) **Directing** the initiation of a survey when one is required but has not been initiated by an employee or Property Custodian, and providing guidance in the preparation of reports of survey as needed.

(2) **Ensuring** the report of survey contains all information required for subsequent processing, including a complete and accurate description of the property involved, associated dollar value, and the initiator's statement of circumstances. This information can be obtained from the Property Custodian's inventory listing for accountable line items. Information for non-accountable items, or installed equipment otherwise damaged or destroyed, can be obtained from purchase orders, facility folders, vendors, catalogs, etc.

(3) **Coordinating** with the servicing accounting office on all matters involving financial considerations, including the determination of property values and actions affecting the general ledger accounts.

(4) **Reminding** employees periodically of their responsibility in safeguarding Government property as indicated in Order 4650.21, paragraph 20.

(5) **Designating and overseeing** Property Custodians within the jurisdiction of the Property Managers. Designations are to be made by organizational position.

e. **SURVEY OFFICER.** This is the individual designated, in writing, to investigate and report on the circumstances surrounding the loss, damage, or destruction of Government property under \$5,000. Designation can be on either a permanent or on an as-required basis and will include the Survey Officer's name and position title. The Property Manager, Property Custodian, Approving Official, or the initiator of a report of survey cannot be appointed or serve as a Survey Officer.

(1) Survey Officer responsibilities include:

(a) **Investigating** circumstances surrounding the loss, damage, or destruction of Government property.

(b) **Requesting** an office, other than the initiating office, to perform a search/special inventory for a lost/missing item, such as an item of automated data processing equipment which is repaired or replaced by a different office.

(c) **Recommending** action to prevent recurrence of incidents of loss, damage, or destruction of property.

(d) **Determining and preparing** written findings and making recommendations based on actual investigations and consideration of all available information and evidence.

(e) **Forwarding** reports of survey to the Reviewing Official, normally within 60 calendar days from the date of receipt.

(2) The Survey Officer shall report directly to the Reviewing Official, regardless of their normal chain of command, regarding survey matters. This will reduce the possibility of conflict of interest in the event the supervisor is a Property Custodian or the Property Manager.

f. **SURVEY BOARD.** This is a three-member panel designated to investigate and report on the circumstances surrounding the loss, damage, or destruction of Government property exceeding \$5,000 (or under \$5,000 if requested by the Property Manager) as described in DOT Order 4410.4. Designations can be on either a permanent or on an as-required basis and will include the members' names and position titles. One of the board members will be designated to serve as chairperson. The Property Manager, Property Custodian, Approving Official, or the initiator of a report of survey cannot be appointed or serve on a Survey Board. At least one member of the board should be independent of the logistics organization. A Survey Board member is also excluded from those survey actions where such a designation would cause, or appear to cause, a conflict of interest. The responsibilities of Survey Boards are the same as those listed for the Survey Officer in paragraph 17d.

g. **REVIEWING/APPROVING OFFICIAL.** This is an individual designated by an organizational director or administrator, in writing by name or position title, as having final authority to approve findings and recommendations contained in reports of survey. This responsibility may be delegated to the Manager, Logistics Division, or equivalent level, if such an individual is not also the Property Manager. The initiator of the report of survey, Property Manager, Survey Officer, Property Custodian, and members of the Survey Board shall not serve as the Reviewing Official. The Reviewing Official of the property being surveyed shall be excluded from all survey actions when such a designation would cause, or appear to cause, a conflict of interest. The responsibilities of the Reviewing Official include:

(1) **Determining** if the investigations performed by the Survey Officer/Board were adequate and if the recommendations are clearly supported by the findings.

(2) **Providing** guidance relative to requirements for additional or follow-up investigation or analysis if required.

h. **SECURITY OFFICES.** Applicable security offices are responsible for investigating reports of survey whenever a break-in, theft, or vandalism is suspected.

i. **LEGAL OFFICES.** The applicable Office of Chief Counsel is responsible for providing legal advice and guidance relative to asserting claims potentially involving employee criminal behavior or when there is a potential of financial liability involving individuals without an employee or contractual relationship with the agency.

#### 10. **REPORTING REQUIREMENTS.**

a. Property Managers are to compile a quarterly report of all completed Reports of Survey and submit a memorandum to each originating division's manager, to inform them of the personal property lost, damaged, or destroyed within their area of responsibility (see Appendix 2, Quarterly Survey Report).

b. Property Managers are to submit a consolidated report providing information on their beginning and ending fiscal year inventory value. This report, in memorandum form, should be sent to the agency's Property Management Officer (PMO), who is the Manager, NAS Support Division, ASM-700, no later than November 1 of each year, and shall include the following:

(1) Number of reports of survey processed during the fiscal year and the total acquisition cost of equipment included on the processed reports of survey.

(2) Number of reports of survey and the total acquisition cost in which all parties were relieved of any liability or responsibility for the loss, damage, or destruction.

(3) Number of reports of survey and total acquisition cost in which an individual(s) was held financially liable.

c. The PMO shall consolidate all region/center annual reports into an agency report for submission to the Assistant Secretary for Administration, DOT.

#### 11. **SURVEY PROCESS.**

##### a. **Initiation of a Report of Survey.**

(1) Employees are to initiate a report of survey whenever property assigned to them or in their possession is missing, lost, damaged, or destroyed.

(2) Employees are required to assist in the search for the missing property.

(3) In addition, the Property Custodian shall:

(a) **Interview** all employees with possible knowledge of the property.

(b) **Ensure** that all areas within the division/facility/sector are thoroughly searched.

(c) **Document** all actions and contacts made to locate the property.

(d) **Provide** all relevant audit documentation with the report of survey to substantiate the research done.

b. **Research Performed.** The Property Custodian should also perform research for accountable personal property whenever:

(1) The property involved meets the requirements contained in Order 4650.21, Appendix 16, Accountable Equipment Categories.

(2) There is an indication of weakness in property management procedures (i.e., document processing is causing errors).

(3) There is an indication of misuse or mishandling of property (i.e., lack of proper protection, pilferage, etc.).

(4) Discrepancies are specifically selected (by Property Managers, Program Managers, etc.) for individual research.

c. **Depth of Research Required.** The depth of research shall be determined in accordance with the following guidelines. These guidelines must be applied using sound judgment in determining the extent to which records and documents will be reviewed.

(1) If property is less than \$500, minor research is required. This would entail review of the transaction history and receipt/issue documentation.

(2) If property is valued at more than \$500, detailed research is required. This would require extensive review of transaction history and receipt/issue documentation (possibly telephone and/or personal interviews and written investigations).

(3) Any predetermined problem area that received special attention during inventory taking or inventory planning requires detailed research.

(4) Property with a history of disappearing frequently in a specific area requires detailed research.

(5) Security-sensitive items (i.e., weapons) require detailed research regardless of their value.

d. **Preparation of a Report of Survey.** The report of survey must include the notification of the proper investigative officials as well as time, dates, and other data obtained from preliminary investigations. A copy of the police report is required for material which has been stolen or maliciously damaged.

(1) In preparing the report of survey (see appendix 1), provide all of the information available.

(2) When the facts relating to a loss can be determined, such as fire, break-in, theft, vandalism, damage to facilities or equipment, etc., explain fully who, what, where, when, and why.

(3) When a loss is due to a break-in, theft, or vandalism, a copy of the report of survey should be provided to the servicing Security Office.

(4) When the facts relating to a loss cannot be determined, the following minimum information should be provided:

(a) What was lost.

(b) Date item was reported lost.

- (c) When the item was last used or seen.
- (d) Other areas checked for possible property transfer, excess, or assignment.
- (e) Name of the individual responsible for the use and protection of the missing item.
- (f) Name of the individual who reported the item missing.
- (g) Names of individuals questioned about the missing item.
- (h) A statement that a thorough search was conducted within the custodial area.
- (i) The method used to query all employees about the missing item. Written replies to queries or written reports of oral interviews are to be attached.
- (j) A statement that the security office was notified.
- (k) If the item was on loan, attach a copy of the hand receipt.
- (l) If an item was sent for repair, attach a copy of the repair ticket.
- (m) Any actions taken to prevent a recurrence of unexplainable loss.
- (n) Name of employee(s) who conducted the search.

**e. Property Manager Review.**

- (1) Upon receipt of reports of survey, Property Managers shall:
  - (a) **Assign** a report of survey number to each report, establish a case file, and maintain complete records.
  - (b) **Forward** an information copy of the report of survey to the servicing Security Office promptly.
  - (c) **Contact** legal counsel when appropriate.
  - (d) **Refer** the matter to the organizational claims officer when the known party in an accidental damage or destruction action is not an FAA employee.
  - (e) **Provide** a copy of all reports exceeding \$100,000 to the PMO, ASM-700.

- (2) **Take action** to remove the lost or destroyed equipment from the property record immediately upon approval of the case by the Approving Official.

**f. Survey Investigation.** The Survey Officer/Board shall fully investigate each report of survey and make written findings on the facts surrounding the loss, damage, or destruction of the property. All evidence, testimony, and other data considered during the investigation are to be clearly documented. After completion of the investigation, a finding of either no responsibility or of employee and/or supervisory responsibility is to be made for each report of survey.



(1) An employee and/or supervisor is not to be held responsible for performing or failing to perform an action because of a reasonable error in judgment or a normal physical limitation. WHEN THEFT OR FRAUD IS SUSPECTED, THE SERVICING SECURITY ELEMENT SHALL BE INFORMED AND PROVIDED ALL AVAILABLE EVIDENCE.

(2) When a finding of employee and/or supervisory negligence or misconduct is made, a recommendation that consideration be given to financial liability and/or disciplinary action will be added to the report.

(3) Recommendations involving financial liability must be based on evidence which reflects willful intent or unusual negligence by the individual(s). See paragraph 12b for guidance on calculating the amount of financial liability.

**g. Approval Process.** The Reviewing Official shall receive the report of survey upon completion of the investigation and will either approve the findings and recommendations of the report or direct further investigation by the survey officer/board. Reports of survey shall not be disapproved without further action being taken. A survey action must continue until a report is approved.

(1) Approved reports are returned to the Property Manager and the case file closed where no fraud, theft, or employee/supervisory negligence is involved.

(2) In cases involving suspected fraud or theft, the Property Manager's case file shall remain open until completion of the servicing Security Office's investigation or until a written determination is provided from that office that no investigation will be conducted. The Security Office should provide the Property Manager a written response reflecting the status/disposition of each case within 30 calendar days from their notification. This response should indicate if action on the case will or will not be taken and/or what information the investigation revealed that may help the Reviewing Official in the survey process.

(3) The initiating organization is required to reply back to the Reviewing Official on the actions taken toward enacting any changes/recommendations made by the Survey Officer/Board. Replies are required within 30 days from date of survey approval.

**h. Update of Property Record.** Property records shall be updated after the survey process has been completed and the Property Manager's case file is closed. The Property Manager does not have to wait until financial restitution actually has occurred. The approved report of survey form will be used as the means to document the audit trail for the lost, damaged, or destroyed property.

**i. Supplementing This Order.** This order may be supplemented to add procedures unique to regional or center operations/activities to provide better control and accountability. It shall NOT be supplemented to delete any of the requirements of this order. Copies of supplements will be provided to the agency PMO, ASM-700.

**j. Records Management.** Report of survey files and other papers used for adjustment of inventory records are to be disposed of in accordance with the latest version of Order 1350.15, Records Organization, Transfer, and Destruction Standards.

## 12. LEGAL ACTIONS.

**a. Disciplinary Action.** When disciplinary action has been recommended and the report of survey approved by the Reviewing Official, the matter will be referred through appropriate channels for further action in accordance with the latest version of Order 3750.4, Conduct and Discipline. If financial liability is not involved, the Property Manager may close the case file once the survey findings and recommendations have been approved.

b. **Determining Extent of Financial Liability.** When considerations of financial liability are recommended and approved, the amount of financial liability will be determined jointly by the Property Manager and servicing accounting office as follows:

(1) Lost, destroyed, or irreparably damaged equipment. The charge will normally be equal to the original acquisition cost of the property less an allowance for depreciation. The depreciation of the surveyed property may be accomplished by any of several suitable methods.

(a) The straight-line method. This method takes the acquisition cost of an item divided by the number of years of its useful life. For example, if an item costs \$1,000 and has a 5-year life expectancy, the amount depreciated each year is \$200.

(b) The depreciation guidelines reflected in Order 2700.14 based on the average age of an item.

(c) The trade-in value of the item in question if it can be determined through research.

(2) Repairable equipment. The cost of restoring property to a condition comparable to that which existed at the time of damage will be charged, provided such cost does not exceed the depreciated value of the property or its replacement cost.

c. **Processing Determinations of Financial Liability.**

(1) A written notification (agreed to by the applicable region/center/headquarters Counsel) will be prepared by the servicing accounting office and forwarded to the individual(s) concerned citing the survey findings and requesting voluntary restitution.

(2) If the individual(s) agrees to make voluntary restitution, the case will be referred to the servicing accounting office for collection.

(3) If the individual(s) does not agree to make voluntary restitution, the Reviewing Official shall obtain a written opinion from the applicable region/center/headquarters Counsel with respect to asserting a claim against the employee(s). Further action on the case will be predicated on guidance received from counsel.

  
Joaquin Archilla  
Deputy Director, Systems  
Maintenance Service

## APPENDIX 1. PREPARATION OF FORM 4630-8

1 <b>REPORT OF SURVEY</b>					2 <b>DATE</b>		3 <b>REPORT NO. ASSIGNED</b>																																																																								
INITIATOR'S NAME 4				PROPERTY CUSTODIAN'S NAME 5				PROPERTY DESCRIBED BELOW HAS BEEN: 8  <input type="checkbox"/> LOST <input type="checkbox"/> DAMAGED <input type="checkbox"/> DESTROYED																																																																							
ORGANIZATION 6				LOCATION 7																																																																											
9 NATIONAL STOCK NO. OR ITEM IDENTIFICATION NO.	10 EQUIPMENT TYPE	11 ITEM DESCRIPTION IN DETAIL	12 ASSET	13 QUAN- TITY	14 UI	15 UNIT ACQUI- SITION COST	16 TOTAL COST OF UNITS																																																																								
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EXPLAIN CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY (Continue on reverse)																																																																															
<div style="text-align: center; margin-top: 100px;">39</div>																																																																															
CERTIFICATION - I hereby certify that the information given above is true to the best of my knowledge and belief.																																																																															
INITIATOR'S SIGNATURE AND TITLE  40																																																																DATE  41															
CUSTODIAN'S SIGNATURE AND TITLE  42																																																																DATE  43															

## APPENDIX 1. PREPARATION OF FORM 4630-8 (CONTINUED)

CIRCUMSTANCES CAUSING REPORTED STATUS OF PROPERTY <i>(Continued)</i>		
- 44		
<div style="display: flex; justify-content: space-between;"> <span>45</span> <span>FINDINGS AND RECOMMENDATIONS OF</span> <span><input type="checkbox"/> SURVEY OFFICER    <input type="checkbox"/> SURVEY BOARD</span> </div>		
ALL THE AVAILABLE EVIDENCE AND TESTIMONY HAVE BEEN EXAMINED AND IT IS BELIEVED THAT		
46		
IT IS RECOMMENDED THAT		
47		
SIGNATURE	TITLE	DATE
48	49	50
I CONCUR IN THE ABOVE FINDINGS AND AUTHORIZE THAT ACTION BE TAKEN IN ACCORDANCE THEREWITH.		
51	51	52
SIGNATURE OF RESPONSIBLE REVIEWING OFFICIAL	TITLE	DATE
53 <b>DISPOSITION OF PROPERTY</b> <i>(Item(s) listed on front side)</i>		
ITEM NO.(S)	ACTIONS	
	ADJUSTMENT OF PROPERTY RECORDS NON-APPLICABLE OR NOT REQUIRED.	
	ACTION HAS BEEN INITIATED TO ADJUST PROPERTY RECORDS.	
	PROPERTY HAS BEEN OR WILL BE REPAIRED AND RETURNED TO SERVICE.	
	DISPOSITION INSTRUCTIONS HAVE BEEN OR ARE HEREBY PROVIDED TO THE CUSTODIAN.	
	OTHER <i>(Specify)</i>	
PROPERTY OFFICER'S SIGNATURE AND TITLE		DATE
54		55

**APPENDIX 1. PREPARATION OF FORM 4630-8 (CONTINUED)**

**NOTE:** Except as otherwise noted herein, block numbers 2 through 41 and 44 are to be completed by the report of survey initiator.

<b>BLOCK NUMBER</b>	<b>BLOCK NAME</b>	<b>BLOCK DESCRIPTION</b>
1	REPORT OF SURVEY	Form name/facility local log number.
2	DATE	Date report of survey form is completed.
3	REPORT NO. ASSIGNED	Entered by the Property Manager upon receipt of report of survey from Property Custodian.
4	INITIATOR'S NAME	Name of the individual reporting the lost, damaged, or stolen item.
5	PROPERTY CUSTODIAN'S NAME	Name of custodian responsible for item being reported (cannot be delegated).
6	ORGANIZATION	Name and routing symbol of the Custodian's organization.
7	LOCATION	Name of the facility where equipment was physically located.
8	PROPERTY DESCRIBED AS LOST, DAMAGED, DESTROYED	Check the box indicating the reason for the report of survey.
9	NSN OR ITEM  IDENTIFICATION NO.	The stock number or part number assigned to the item. For items containing a PPIMS Property Identification Number (PIN), the PIN must be listed in this block, on the second line.
10	EQUIPMENT TYPE	Model or type number.
11	ITEM DESCRIPTION IN DETAIL	Enter complete information, as found on Property Management Report (PMR), Project Materiel Cumulative (PMC) Report, or excess property report; e.g., serial number, year, description, etc. In addition, for items reported as excess, the excess document item number must be included.
12	ASSET	Asset class assigned to the item, available from the PMR data.
13	QUANTITY	For each individual item, the number being reported on this report of survey.
14	UI	Unit of Issue assigned to the item being reported; e.g., EA, FT, etc.

## APPENDIX 1. PREPARATION OF FORM 4630-8 (CONTINUED)

BLOCK NUMBER	BLOCK NAME	BLOCK DESCRIPTION
15	UNIT ACQUISITION COST	The unit cost for a the item being reported. It should match the unit cost in the applicable property records.
16	TOTAL COST OF UNITS	Sum of the Quantity block multiplied by the unit acquisition cost.

### Blocks 17 through 29 are to be completed for F&E materiel only

17	RG	Region Code of the region initiating the survey, available from the applicable Project Materiel Cumulative (PMC) report.
18	AR	Leave blank - no longer used.
19	COST CENTER	Identification code assigned to each FAA facility for accounting/management purposes.
20	MC	Materiel Class Code assigned to the item being reported, available from the applicable PMC.
21	COST CODE	First 3 digits of job order system code, available from the PMC.
22	JOB ORDER	Last 5 digits of job order system code, available from the PMC.
23	GSA ADDRESS	First 6 digits of supply support code for the facility reporting the item.
24	WH	Warehouse Code, available from the applicable PMC.
25	FS	Fund Source, available from the applicable PMC.
26	TRANS	Leave blank.
27	TR	Leave blank.
28	CONT/DOCUMENT NO.	Available from the applicable PMC.
29	PC	Leave blank.

### Blocks 30 through 38 are to be completed for in-use personal property only

30	ATS LOC	Use "Facility Location" (LOC) from PPIMS Report called PP405R1 Property Management Report by Cost Center
31	STD. FAC. IDENT	Numeric facility identification number (e.g. 402AA)

**APPENDIX 1. PREPARATION OF FORM 4630-8 (CONTINUED)**

<b>BLOCK NUMBER</b>	<b>BLOCK NAME</b>	<b>BLOCK DESCRIPTION</b>
32	OW	Ownership code, available from the PMR.
33	R	Region Code, available from the PMR.
34	A	Leave blank.
35	COST CENTER	Same as block 19.
36	ACT'N DATE	Leave blank. Regional Office fills in date action being taken - when entered into system.
37	DOCUMENT NO.	Leave blank.
38	TRANS	Leave blank.
39	EXPLAIN CIRCUMSTANCES...	A complete explanation is mandatory (see paragraph 29).
40		Signature of the employee initiating the report.
41		The date the initiator completes and signs the form.
42		Signature and title of the officially designated Property Custodian.
43		The date the Property Custodian completes his/her review of the report.
44		Section to add any additional information necessary to complete #19 if required.
45		Mark appropriate box, depending on whether the report is being investigated by a Survey Officer or Board.
46		A narrative describing the results of the investigation conducted by the Survey Officer or Survey Board.
47		A narrative describing the recommendations made by the Survey Officer or Board resulting from their investigation of the report of survey.
48		Signatures of the Survey Officer or members of the Survey Board.
49		Organizational titles and routing symbols of the Survey Officer or members of the Survey Board.

**APPENDIX 1. PREPARATION OF FORM 4630-8 (CONTINUED)**

<b>BLOCK NUMBER</b>	<b>BLOCK NAME</b>	<b>BLOCK DESCRIPTION</b>
50		Date the Survey Officer or Board completed their actions on the report of survey.
51		Signature, title, and routing symbol of the Reviewing Official.
52		Date the Reviewing Officer completed action on the report of survey.
53		Various possible property disposition actions. Applicable action is to be checked off by the Property Manager as authorized by the Reviewing Official on the report of survey. If "Other" is marked, the disposition must be spelled out.
54		Signature and title of the officially designated Property Manager.
55		Date the authorized property disposition action took place.



## APPENDIX 2. QUARTERLY SURVEY REPORT



U.S. Department  
of Transportation

Federal Aviation  
Administration

# Memorandum

Subject: INFORMATION: Reports of Survey

Date:

From: Property Manager, AXX-5X

Reply to  
Attn. of:

To: Manager, AXX-XXX

The attached Reports of Survey are provided so that you will be aware of the Government personal property within your Division, which has been lost, damaged, or destroyed during the period \_\_\_\_\_ to \_\_\_\_\_.

You are requested to remind your employees of their responsibilities in safeguarding Government personal property. The latest version of Order 4650.21, paragraph 20, states agency employees are responsible for the proper use, care, and protection of Government property. The latest version of Order 4630.3, Chapter 4, states that employees and/or supervisors may be subject to disciplinary action and be held financially liable for the loss, damage, or destruction of property which was the result of their negligence, misuse, dishonesty, or willful destruction.

Any question or concerns should be addressed to \_\_\_\_\_, AXX-XXX, telephone \_\_\_\_\_.

Attachments





